



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-12	Subject: <b>TOBACCO USE</b>
Reference: <a href="#">DOC 3.4.3; 2-15-112, MCA; 45-7-307, MCA; Title 50, Chapter 40, MCA; 53-1-203, MCA;</a>	Page 1 of 2
Effective Date: 06/01/00	Revision Dates: 07/02/01; 03/14/03; 12/31/08
Signature / Title: /s/ Ron Alsbury	

### I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures in support of a tobacco-free work environment.

### II. DEFINITIONS:

Administrator – The official ultimately responsible for the division, facility, or program operation and management.

Tobacco Use – Refers to the following:

Tobacco Products – Includes cigarettes, pipes, pipe tobacco, tobacco substitutes, chewing tobacco, cigars, matches, cigarette lighters, smoking paraphernalia, and all other items developed or processed for the primary purpose of facilitating the use or possession of tobacco and tobacco-related products.

Tobacco Substitutes – Any product that can be construed as tobacco (i.e., mint chew, herbal chew, leaf-based substance).

### III. PROCEDURES:

#### A. General

1. Administrators will ensure signs prohibiting the use of tobacco products within Department buildings and offices are prominently displayed at the appropriate entrances.

The recommended language used for signs will include:

- Attention: All Employees and Visitors to DOC Properties
- The Department prohibits the use of all tobacco products, including smokeless tobacco, in Department buildings and offices in accordance with DOC 3.4.3 Tobacco Use Regulations.

2. Tobacco use is only permitted during rest breaks established by the Department's Personnel Manual and the Montana Federation of Probation and Parole Local #4464. Upon entering Department offices and buildings in which offenders are not housed, DOC employees, visitors and offenders will be allowed to possess tobacco products, but are required to cease use of tobacco products.

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Designated outdoor areas for tobacco use may be established. Consideration needs to be taken in establishing these areas away from entrances, windows or ventilation systems that may affect nonsmoking areas.

3. Administrators will prohibit employees, visitors and offenders from possessing, using, or transferring tobacco products in facilities housing offenders. Employees who work in these facilities will secure tobacco products for personal use in locations that comply with the facility's operational procedures.
4. Smoking is not permitted in any state vehicle.
5. Administrators may approve exceptions to restrictions for legitimate offender spiritual practices.

#### **B. Employee Notification**

Vacancy announcements will contain tobacco use restrictions.

Employees will be notified of DOC policy and this procedure upon employment.

#### **IV. CLOSING:**

Questions concerning this procedure should be directed to the Regional Administrator.